

INCIDENT ELEMENTS

8132

(No.26 September 2013)

Each element below contributes to the tracking and record keeping of resources requested for and assigned to an incident. Accurate utilization of incident elements, including supporting documentation is critical for financial processing and cost recovery.

Incident elements include all of the following:

- Incident and Event Definition
- Incident Number
- Order Number
- Request Number
- Request Number Allocation
- Incident Name
- Incident Commander (IC)
- Unified Ordering Point

INCIDENT AND EVENT DEFINED

8132.1

(April 2009)

An incident is an occurrence to which a command center reacts or which elicits an action requiring documentation for further reference. Incidents include, but are not limited to, the following:

Bomb threats	Mutual aid
Earthquakes	Medical emergencies
False alarms	Public assists
Fire menace standbys	Referrals of emergency information to other agencies
Fires	Rescues
Floods	Resource requests from other agencies
Hazardous materials releases	Searches
Law enforcement activities	Smoke checks
Life-hazard situations	

INCIDENT NUMBER GENERATION

8132.2

(No.26 September 2013)

Each Incident processed by a command center will be numbered consecutively, beginning with the number "000001" at the start of each calendar year. Each Command Center will maintain a log of Incidents by number. Emergency Command Centers shall generate and track Incident numbers in the computer dispatch system of record. The OCC / SAC CC shall generate and track Incident numbers on a spreadsheet.

ORDER NUMBER
(No.26 September 2013)

8132.3

(See HB 8100 Exhibit - Administrative Unit Boundaries and 3-Letter Alpha Identifiers)

An order number is created by prefixing the incident number with the 2-letter state abbreviation and the 3-letter alpha identifier of the agency's administrative unit having jurisdiction at the point of origin (CAAEU 000123). Order numbers will originate and be used in the following manner:

Units:

Units with local government contracts will use their identifier even if the contracted agency (county fire department, fire protection district, service area, etc.) has its own identifier in the Resource Designation Handbook (MACS 410-2).

When local government fire resources are requested for a local government incident via the Master Mutual Aid Ordering System (all local mutual/automatic aid agreements have been exhausted), the Local Government MACS 410-2 agency 3 letter alpha identifier will replace the Unit 3 letter alpha identifier in the order number in the resource ordering system of record.

Other Agency Order Numbers:

CAL FIRE resources ordered via the Resource Ordering System of Record shall use the requesting agency's order number.

CAL FIRE resources ordered outside of the Resource Ordering System of Record shall use the CAL FIRE administrative unit order number.

Multi-Agency Jurisdiction Order Numbers:

Multi-agency jurisdiction incidents should operate under the order number of the agency having direct protection responsibility at the origin of the incident.

As an incident's critical area changes, the responsible agency may also change, resulting in a change of IC and deputies; however, the order number should remain the same.

REQUEST NUMBERS
(No.26 September 2013)

8132.4

Each individual resource request will be assigned a request number generated in the resource ordering system of record. Request numbers are prefixed with an alpha designator representing the resource kind followed by a sequential number

beginning with a numeral (i.e. E-21). Subordinate requests to a main request are displayed as a part of the main request number separated by periods (i.e. E-21.1).

Requests must clearly identify who is paying for the resource and under what agreement the payment will be made before forwarding the request for processing (Example: MMA, CFAA, CFMA, LFA, ABH. [\(See HB 8500 Exhibits\)](#))

A - Aircraft: Both fixed wing and rotary wing, frequencies, smokejumper aircraft, Temporary Flight Restrictions (TFR), infrared flight requests and other aviation services.

C - Crews: Including fire suppression hand crews, incident support crews, hand crew strike teams.

E - Equipment: Resources such as engines, water tenders, dozers, transports, strike teams and other vehicles. Support items such as caterers, shower units, cache vans.

O - Overhead: Single resource personnel, also includes overhead teams.

S – Supplies: Such as chain saws, portable pumps, hand tools, radio kits, etc. that are distributed from the National Fire Equipment System (NFES). This category also includes service agreements, and non-NFES supplies. Other resources, such as supply orders, will be grouped by type on each request (i.e. 20 dumpsters).

REQUEST NUMBER ALLOCATION

8132.4.1

(No.26 September 2013)

Blocks of request numbers may be created by the ECC and allocated to individual functions responsible for incident ordering.

INCIDENT NAME

8132.5

(No.26 September 2013)

When there is a need to verbally identify the incident, the ECC will assign an incident name. The name should be one word which generally describes the incident location (street name or geographic location). The name should be easy to pronounce and spell. Avoid using general words like “Highway”, “Smoke Check”, highway numbers, abbreviations, etc. Avoid reusing names of large, damaging or fatal fires.

INCIDENT COMMANDER (IC)
(No.26 September 2013)

8132.6

ECC Officer shall be the IC of an incident until arrival of the first company officer.

Air Attack Officer- The air attack officer may be designated as IC until another company officer arrives at scene.

Ground Attack Officer - Command of an incident will normally be assumed by the first arriving chief officer or company officer.

It is important that the identity of the IC be clearly known at all times. Each time the IC changes the ECC will be notified and announce the change to all units assigned to the incident.

Note: If an IMT has assumed command of an incident, and a MCC has assumed responsibility for incident communications, IC transitions will no longer require ECC notification.

UNIFIED ORDERING POINT (UOP)
(No.26 September 2013)

8132.7

[\(See HB 8100p310 – Unified Ordering Point\)](#)

When an incident involves or threatens more than one jurisdiction and a unified command is activated a unified ordering point shall be established.

The purpose of the unified ordering point is to establish a single ordering point for all resources required by the incident. This avoids the duplication of orders and allows the units to fill requests at the lowest level including the use of local mutual aid and assistance.

Selection of UOP:

The ICs in the Unified Command shall determine which agency ECC or dispatch center will be the UOP.

The Order Number of the agency having jurisdiction at the incident's origin should remain the Order Number throughout the life of the incident.

Request Number:

Requests will indicate agency specific personnel in either the inclusion / exclusions or special needs section in the resource ordering system of record.

Blocks of request numbers may be allocated for agency specific requests in an effort to facilitate cost share.

Requests must clearly identify the 3-letter Alpha Identifier or agency financial code (i.e. P Code) of who is paying for the resource and under what agreement the payment will be made before forwarding the request for processing (i.e. MMA, CFAA, CFMA, LFA, ABH, CMA). [\(See HB 8500 Exhibits\)](#)

[\(Next Section\)](#)

[\(Handbook Table of Contents\)](#)

[\(Forms and Form Samples\)](#)